

Terms of Reference

Enterprise Development Coordinator

Position:	Enterprise Development Coordinator
Reporting:	Enterprise Development/PUE Specialist
Duty Station:	Lalitpur
Project Area:	Nepal
Duration:	30 months

MinErgy Pvt Ltd (MinErgy) is a Nepal based consulting firm in operation since 2008. MinErgy is dedicated to improving clean energy access and energy efficiency at household and industrial levels. Our core focuses are: i) Renewable Energy and Climate Change; ii) Brick and Built Environment and, iii) Water, Sanitation and Hygiene. A team of enthusiastic, highly motivated and qualified professionals in technical and social dimensions in MinErgy have been providing its services in Nepal and across various countries in Asia and Africa.

MinErgy has entered into an agreement with Winrock International Institute for Agricultural Development, (hereinafter called "Winrock") for the implementation of the 'Consultant for Capacity Building Activities to Enhance Electricity Use' funded by Millennium Challenge Account Nepal (MCA-Nepal). The assignment aims to create Municipal Energy Plans (MEPs) for the ETP-affected municipalities, and to oversee and execute capacity enhancement activities focused on Productive Use of Electricity (PUE) for individuals and business/entrepreneurs from ETP-affected areas.

Job summary

The Enterprise Development Coordinator will assist Enterprise Development/PUE Specialist on conducting rapid market opportunity assessment and be responsible to deliver training on PUE businesses and conduct post training activities for a period of one year after the completion of trainings for business trainees and facilitate for job placement in case of skill trainees.

Key responsibilities

Project Preparation

- Support Enterprise Development/PUE Specialist in preparing business training design and implementation plan
- Ensure the integration of Gender and Social Inclusion (GSI) approaches in overall project implementation

Task 2: Rapid Market Opportunity Assessment for the commodities and skills related to Productive Use of Electricity along the Electricity Transmission Project affected wards

- Support in designing study questionnaires and data collection strategy
- Manage and provide support to with Enterprise Development Facilitators and provide guidance in administering field survey
- Support in identifying prominent sectors and enterprises for promoting PUE

- Support in identifying gaps and possible interventions
- Support in identifying business training providers

Task 3: Business development training with focus on Productive Use of Electricity based on the analysis of the opportunities identified in Task 2

- Coordinate with financial institutions, private sectors, technology providers, and other relevant stakeholders including partner municipalities for successful implementation of business development activities
- Support in identifying business training need and design/implement customized business training packages for selected enterprises
- Support in developing a detailed business training plan for selected enterprises
- Manage training providers and EDFs to deliver business training in different stages for effective empowerment of the entrepreneurs based on assessment of the trainee's capacity in coordination with Enterprise Development/PUE Specialist
- Support Enterprise Development/PUE Specialist on managing business trainings
- Support monitoring the effectiveness of business development training

Task 5: Post Training Support to the trained entrepreneurs

- Assist in developing post-training support mechanism to support trained entrepreneurs
- Coordinate with and support EDFs to provide post training support and collecting periodical progress updates

Others

- Support in preparing deliverables as per the timeline agreed by MCA-Nepal, monthly progress update, activity report, business training delivery report, annual report and project completion report
- Support in preparing project activities, monitor progress and evaluate project activities to ensure the quality and timely completion of the project in coordination with Enterprise Development/PUE Specialist
- Coordinate and work in close coordination with other team members and support in the other tasks during field activities
- Monitoring of trainees, trainers, EDFs
- Support and collect field-based data and information

Minimum Requirements

- Education: Master degree in business development, finance or development studies with at least 10 years overall experience in enterprise development, business development
- Prior experience in market assessment, business development training, planning and facilitation, preferably in use of energy
- Knowledge of development and poverty, gender and social inclusion, communication and documentation
- Strong networking, partnership and interpersonal skills
- Ability to communicate effectively in oral and in writing
- Computer proficiency in MS word, excel, and power point is required

- Ability to travel within Nepal 30-40 percent of the time

Desirables

- Qualified female candidates and candidates from ethnic minorities, socially excluded and disadvantaged groups are encouraged to apply

How to Apply

- Interested candidates are invited to submit their application to info@minergynepal.com no later than 5:00 pm November 12, 2024. Applications will be reviewed as they are received on a rolling basis.
- Submission requirement – An application letter; updated CV not more than 3 pages; highest education certificate and PAN certificate